



January 12, 2026

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**Subject: 3055 Richmond Holding Inc. – 3055 Richmond Road – Site Plan  
Control Application 7<sup>th</sup> Submission - City File No. D07-12-22-0147**

Dear Amanda,

On behalf of 3055 Richmond Holding Inc. (the “Client”), please find enclosed, the seventh submission for the Site Plan Control (File No. D07-12-22-0147) Application, located at 3055 Richmond Road, in the City of Ottawa. The enclosed resubmission package addresses the City’s comments received on October 30, 2025.

The following material is being submitted to support our Site Plan Control Application Submission #7 package and accompany this letter:

1. Revised Site Plan, A1, January 6, 2026 – Prepared by Unpoised Architecture Inc./Azul Designs;
2. Revised Floor Plans and Elevations, A2 – A11, January 6, 2026 – Prepared by Unpoised Architecture Inc./Azul Designs;
3. Revised Site Servicing Plan, C-1, January 6, 2026 – prepared by D.B. Gray Engineering Inc.;
4. Revised Grading Plan and Erosion and Sediment Control Plan, C-2, January 6, 2026 – prepared by D.B. Gray Engineering Inc.;
5. Revised Notes, Details and Schedules, C-5, January 6, 2026 – prepared by D.B. Gray Engineering Inc.;
6. Revised Post-Development Drainage Plan, C-7, January 6, 2026 – prepared by D.B. Gray Engineering Inc.;
7. Revised Landscape Plan (L1) and Landscape Details (L2), January 5, 2026 – Prepared by John K. Szczepaniak Landscape Architect; and
8. Revised Tree Conservation Report, September 15, 2025 – Prepared by IFS Associates.

We have provided a summary of the responses to the comments received through Technical Circulation below. Our responses are shown below the bolded comments.

**Response to Circulation Comments:**

**Planning**

**Landscape Plan**, prepared by John K. Szczepaniak, dated Sep 03/25

**Site Plan, Sheet A1**, prepared by Unpoised Architecture, dated 09/28/25

**Floor Plans, Sheets A2-A7**, prepared by Unpoised Architecture, dated 09/28/25

**Elevations, Sheets A8-A11**, prepared by Unpoised Architecture, dated 09/28/25

**Comments:**

**Site Plan, prepared by Unpoised Architecture, dated 09/28/25**

**1. Please label the rear yard landscaping/amenity area, and provide the dimensions.**

**a. Further, please clarify on the site plan how the rear yard amenity area is accessed, and indicate any provided pathways.**

**6<sup>th</sup> Submission Response:** Rear yard soft landscaping area provided on the site plan of 179.9 m<sup>2</sup> (side yard portion not included). Additional dimensions added. No pedestrian pathways are provided to the rear yard amenity area, but access is provided by the proposed driveway and via exit #2.

**City Response: Acknowledged. If rear yard area is included in amenity area calculation, please add a note identifying it as an “amenity area”.**

The Site plan has been modified to clarify amenity area vs rear yard soft landscaping. Rear yard soft landscaping is 167.9 m<sup>2</sup> and amenity area is 180.6 m<sup>2</sup>.

**Communal:**

125.7 m<sup>2</sup> - Rooftop balcony

32.9 m<sup>2</sup> - 4<sup>th</sup> floor balcony

180.6 m<sup>2</sup> - Rear yard area

Total: 339.2 m<sup>2</sup>

**Private:**

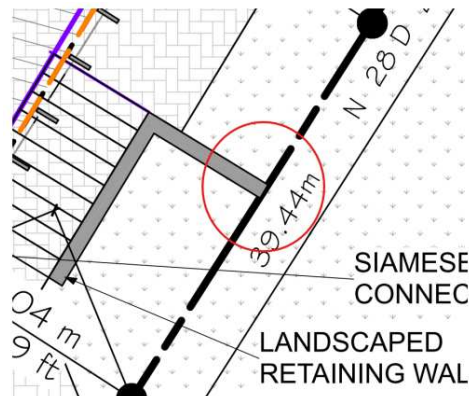
30.6 m<sup>2</sup> - Large 4<sup>th</sup> floor balcony

15.0 m<sup>2</sup> - 5 smaller private balconies

Total: 45.6 m<sup>2</sup>

**Total area: 384.8 m<sup>2</sup>**

**2. Retaining wall must be relocated or redesigned so that the entirety of the wall and footings remain entirely within the property, and the retaining wall is not encroaching in the ROW or located on the property line between the ROW and site.**



All retaining walls are contained within the property.

**3. Please remove “Issued for Zoning Ammend” note from Site Plan.**

Noted, "Issued for Zoning Ammend." removed.

**4. Please update zoning table required provisions to reference R5B provisions for apartment, mid-rise, including:**

- a. Minimum lot width: 22m
- b. Minimum lot area: 675m<sup>2</sup>

Zoning table has been revised.

**Elevations and Floor Plans**, prepared by Unpoised Architecture, dated 09/28/25

**5. Please provide updated Elevations including the required detail as identified in the Terms of Reference: Building Elevations. For example, each elevation (north, south, east, west) must provide the building height, grade, and elevation markers.**

**6<sup>th</sup> Submission Response:** Elevations have been revised to include building height, grade, and elevation markers.

**City Response:** The rooftop area is understood to be a rooftop amenity space/projection, and not a “penthouse”. Please clarify and relabel accordingly.

Elevations relabelled to 'top of rooftop projection'.

**6. Please review rooftop area, currently labelled as “public balcony”. If no public access is intended, it should be rebelled as above.**

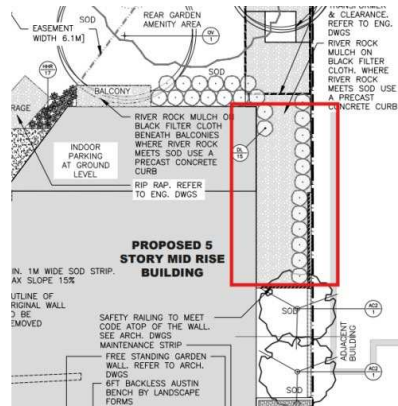
This was always intended as a public space, no changes made.

**7. Confirm whether parking space #4 complies with the parking aisle width requirements, or if this is intended to be a compact parking space.**

Yes, parking space #4 complies with the parking aisle width requirements. Notes have been added to the revised plans to clarify this.

**Landscape Plan**, prepared by John K. Szczepaniak, dated Sep 03/25 Page 3 of 1

**8. Is there an opportunity to replace some of the river rock along the east side of the property, between the proposed trees and transformer, with additional trees or other plantings?**



Tight space limitations, the neighbour's retaining wall and minimal light make it difficult for any small tree to grow other than Nannyberry which is a large shrub. It does well in shade and we have added three to the plan.

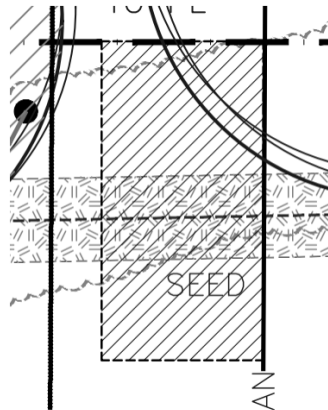
- 9. Please identify property line and ROW setback line in the legend, for clarity.**

Noted.

- 10. Remove proposed landscape mulch in the ROW and replace with sod.**

Noted.

- 11. Please clarify what the dashed lines in this area indicate:**



The dashed line refers to insulation below grade as per the engineering drawings. An additional note has been added to the drawing.

**Feel free to contact Amanda Davidson, Planner, for follow-up questions.**

## Engineering

- 12. 7<sup>th</sup> Submission Comment: The plan(s) must be revised to address section 71 of the Water By-Law below. The applicant has the choice to either remove the landscaping features around the private hydrant or move the fire hydrant to comply.**

#### Section 71 - Obstruction of a Hydrant

- (1) The Owner or Occupant of Premises adjacent to a fire hydrant or on which a fire hydrant is located shall ensure that there is access to the fire hydrant at all times and that access is not obstructed in any manner whatsoever.
- (2) No Owner or Occupant of Premises shall allow anything on the Premises to interfere with the operation of a fire hydrant or private fire hydrant located on or adjacent to the or Premises.
- (3) Any Person who owns Premises on which a fire hydrant is located or own property adjacent to City owned property on which a fire hydrant is located:
  - (a) shall ensure there is a three meter corridor free of vegetation, snow and other objects between the hydrant and the curb and shall ensure there is a 0.5 meter radius clearance free of vegetation, snow, and other objects beside or behind a hydrant unless authorized in writing by the General Manager of Infrastructure and Water Services; and
  - (b) shall ensure that nothing is constructed, erected, or placed within the clearance provided in subsection 3(a).
- (4) If an Owner fails to provide the proper clearances on or around the fire hydrant within 48 hours of being notified to do so by the General Manager of Infrastructure and Water Services, the General Manager of Infrastructure and Water Services may remove any and all obstructions or encroachments and the Owner shall pay the City all costs associated with the removal of those obstructions or encroachments.

The moveable specimen boulders has been relocated just outside the easement line. A note has been added on the planting clearance to the hydrant in the revised landscape Plan.

**Feel free to contact Abibatou Dieme, Infrastructure Project Manager, for follow-up questions.**

#### Forestry

**Geotechnical Investigation**, prepared by Paterson Group, dated April 28, 2025

**Grading Plan and Erosion and Sediment Control Plan**, prepared by D.B.Gray Engineering Inc., dated June 9, 2025

**Landscape Plan**, prepared by John K. Szezepaniak, dated September 3, 2025

**Site Plan**, prepared by Unpoised Architecture, dated 05/27/25

**Tree Conservation Report**, prepared by IFS and Associates, dated September 15, 2025

**Site Servicing Plan**, prepared by D.B.Gray Engineering Inc., dated September 16, 2025

#### **Comments:**

- 13. Fully remove or reduce the size of the sod strip along the western edge of the building to provide better separation between the neighbour's trees and the drive isle excavation. This must be done unless justification can be provided.**

The size of the planting/sod strip along the building has been reduced and the offset from the western property to the driveway has been increased to 1.61 m closest to the garage entry and 1.32 m closer to Richmond Road. These adjustments have been calculated so the impact to all trees near the western property line are not exceeding 30%. Against the western side of the building a reduced sod strip will be awkward to maintain, and we have replaced it with a continuous strip of daylilies.

- 14. Update the TCR to show the minimum distance of excavation and subsequently where severance of the protected tree roots will take place. Is any excavation expected to be within the static root zone of the neighbours protected trees? This is three times the critical root zone of the tree (i.e. 30cm tree; no cut zone is 90cm from the trunk). No more than 30% of the CRZ of a tree should be impacted. Confirm that this can be achieved. Clearly state how far excavation will be from the protected trees along the western boundary.**

The TCR has been adjusted. The CRZ of the trees for the trees along the western property has been noted on the drawing and the trees coming closest to a 30% impact on the CRZ are noted on the plan. For tree 12 it is 28%, tree 21 it is 27% and for tree 20 it is 30%. For the remaining trees it is well below the 30% max.

It is important to note the driveway excavation will extend 0.7 m past the edge of the proposed asphalt driveway with a 1:1 slope. Near tree 21 for example, the finished grade is approx. 0.3 m above original grade and the driveway excavation is approx. 0.4 m below grade. Total driveway base is 0.7 m.

For minimizing impact to the critical root zones, we are proposing river rock over filter cloth with no soil added within the critical root zones of all the trees.

In addition, for all planting along the space between the driveway and the adjacent property we are proposing no excavation. Bed prep for planting will be only amended bed prep.

15. **There is a scattered row of protected trees owned by the neighboring landowner west of 3055 Richmond Rd. There is surficial excavation using an air knife, planned by your Consulting Forester, to better understand the extent of impact the trees would experience from your driveway installation. I want to make the scenario's forward are very clear:**
  - a. (1) Air knife excavation is completed to determine the impact to structural roots to install the driveway as currently shown. If the root impacts are severe enough to warrant tree removal, written consent from the neighbor is required before a tree removal permit would be released. If consent is not provided, a tree removal permit will not be released, and you therefore cannot construct the driveway as shown. You would have to revise your plans after site plan approval.
  - b. (2) Reduce the width of the sod buffer and move the driveway closer to the building. This would increase the protected area between the row of trees (ideally more than 1.5m), reducing the likelihood of major tree health implications/need for removal.
  - c. (3) Obtain written consent for tree removal from the neighbor so there are no issues with consent IF the air knife excavation reveals the location of the driveway forces removal of any of the adjacently owned trees.
  - d. I strongly recommend a combination of scenario's 2 and 3 be seriously examined to avoid the possibility of getting SPC approval but not a tree removal permit. Fines under the Tree Protection By-law can be up to \$100,000.00 depending on the nature of the contravention. This is also separate from any civil implications if you were to remove or severely damage your neighbors trees without their consent.

Noted. Note adjustments to driveway alignment and the sod strip in item 13 noted above.

16. **Is there an existing fence that will not be removed, separating tree 27 from the construction site? The TCR does not show tree protection fencing.**

Tree protection fencing has been added to tree 27.

17. **How far is the transformer pad from tree 27? Does it enter the CRZ of this tree? If yes, can it be pushed outside of the CRZ? It should be at least 3.0m away from the tree.**

The transformer location has been adjusted such that it is 3 m away from tree 27 as requested. The impact to the CRZ is well under 15%, significantly less than the max 30%.

18. **Why does the "deciduous hedge" in the rear yard require removal? Will removal involve pulling out any stumps? Disruption to the CRZ of trees 25-27 is not acceptable.**

The deciduous hedge referred to is in fact a hedge row of invasive Common Buckthorn also known as *rhamnus cathartica*. One can see it in picture 6 within the tree report. The intent is not to remove stumps nor negatively impact trees 25, 26 and 27.

**Feel free to contact Hayley Murray, Planning Forester, for follow-up questions.**

#### **ROW Utilities and Approvals**

##### **Comments:**

19. **The proponent shall obtain such permits/approvals as may be required from government and regulatory authorities.**  
Noted.
20. **Municipal consent is required for temporary shoring. Shoring drawings should be marked either as 'Issued for Construction' or 'Issued for Building Permit'. The applicant is advised to apply for municipal consent once the design is complete.**  
Noted.
21. **Excavations encroaching into the ROW must be reviewed by ROW Utilities and Approvals prior to the commencement of construction. These works are subject to municipal consent, road cut permit(s), and other agreements. The applicant is advised to apply for municipal consent once the design is complete.**  
Noted.
22. **Applications for municipal consent or utility circulations are required to use up-to-date base mapping as provided by the shall be done using Central Registry, which can be reached at [GeolInformation@ottawa.ca](mailto:GeolInformation@ottawa.ca). Regardless of what is shown on the base mapping, it remains the responsibility of the applicant to verify the location of all underground infrastructure and the site conditions.**  
Noted.
23. **It is the responsibility of the applicant to coordinate with any planned or ongoing utility or City projects in the area of the proposed development. More details are available about City projects on [Ottawa.ca](http://Ottawa.ca) (link). For current information about utility work, please reach out to [utilitycirculations@ottawa.ca](mailto:utilitycirculations@ottawa.ca).**  
Noted.
24. **The applicant is responsible for requesting and coordinating any required utility relocations or removals. Unless an agreement with affected utilities is in place, any underground infrastructure is to be installed in accordance with the Ottawa Utility Coordination Committee offset matrix, which is available on [Ottawa.ca](http://Ottawa.ca)**  
Noted.

#### **Rideau Valley Conservation Authority**

25. **The subject property is not located within RVCA's regulated area. As such, any development or site alteration would not be subject to a permit pursuant to 28.1 of the Conservation Authorities Act.**

The subject lands are located within RVCA's jurisdiction, but they are not located within RVCA's regulated area. There are no regulated natural features (i.e., wetlands or watercourses) or natural hazards (i.e., flooding, erosion, unstable soils/bedrock associated with a steep slope) on, or directly adjacent to, the site based on RVCA mapping. Without the presence of regulated natural features and associated natural hazards, RVCA planning or regulatory policy interests are not

impacted. As such, RVCA has no comments or concerns related to the current applications.

Based on the above, RVCA continues to have no objections to the approval of Zoning By-law Amendment D02-02-22-0090 and Site Plan Control Application D07-12-22-0147. We trust these comments are of assistance. Should you have any questions, please contact me at [stephen.bohan@rvca.ca](mailto:stephen.bohan@rvca.ca)

Acknowledged, thank you for your comments.

#### **Enbridge**

26. Enbridge Gas does not object to the proposed application(s) however, we reserve the right to amend or remove development conditions. This response does not signify an approval for the site/development.

This response does not constitute a pipe locate, clearance for construction or availability of gas.

The applicant shall use the Enbridge Gas Get Connected tool to determine gas availability, service and meter installation details and to ensure all gas piping is installed prior to the commencement of site landscaping and/or asphalt paving. ([https://enbridge.outsystemsenterprise.com/GetConnected\\_Th/Login2?](https://enbridge.outsystemsenterprise.com/GetConnected_Th/Login2?OriginalURL=https%3A)

[OriginalURL=https%3A](https://enbridge.outsystemsenterprise.com/GetConnected_Th/Login2?OriginalURL=https%3A)

[%2F%2Fenbridge.outsystemsenterprise.com%2FGetConnectedApp\\_UI%2F](https://enbridge.outsystemsenterprise.com/GetConnected_Th/Login2?OriginalURL=https%3A)

If the gas main(s) needs to be relocated as a result of changes in the alignment or grade of the future road allowances or for temporary gas pipe installations pertaining to phased construction, all costs are the responsibility of the applicant.

In the event that easement(s) are required to service this development, and any future adjacent developments, the applicant will provide the easement(s) to Enbridge Gas at no cost.

Blasting and pile driving activities in the vicinity of Enbridge Gas Distribution and Storage (GDS) facilities require prior approval by GDS. The Blasting and Pile Driving Form, referenced in Enbridge's Third Party Requirements in the Vicinity of Natural Gas Facilities Standard, must be provided to [mark-ups@enbridge.com](mailto:mark-ups@enbridge.com) by the Owner of the proposed work for all blasting and pile driving operations. In addition, a licensed blasting consultant's stamped validation report must be submitted to GDS for review if blasting is to occur within thirty (30) metres of GDS facilities. The request must be submitted a minimum of four (4) weeks prior to the beginning of work to allow sufficient time for review.

Acknowledged, thank you for your comments.

#### **Ottawa Carleton District School Board**

27. The OCDSB requires our standard clause to be included within the Subdivision Agreement and associated Purchase and Sale Agreement for unit. Our clause is as follows:

"The owner shall include in all Agreements of Purchase and Sale the following clause:

Prospective purchasers are informed that school accommodation pressures exist in the Ottawa-Carleton District School Board schools designated to serve this development which are currently being addressed by the utilization of portable classrooms and/or by directing students to schools outside of their community".

Contact: [julie.earle@ocdsb.ca](mailto:julie.earle@ocdsb.ca), ext. 8337

Noted.

**Hydro Ottawa**

**Comments:**

- 28. The Owner is advised that there is existing overhead medium voltage infrastructure along the west side of the property.**
- a. Please contact Hydro One for information on “Overhead High Voltage Clearances to Adjacent Building” for the high-voltage transmission overhead infrastructure
  - b. The Applicant is advised that permanent structures located within the "restricted zone" surrounding overhead lines are prohibited. This zone is defined by Hydro Ottawa’s standard OLS0002 "Overhead High Voltage Clearances to Adjacent Building", which can be found at <https://hydroottawa.com/accounts-services/accounts/contractorsdevelopers/clearances>. This standard complies with the requirements of the Ministry of Labour’s Occupational Health & Safety Act, the Ontario Building Code, and the Ontario Electrical Safety Code. Permanent structures include buildings, signs (even lit signs when open for maintenance), antennas, pools, and fences.
  - c. The Applicant shall ensure that any landscaping or surface finishing does not encroach into existing or proposed Hydro Ottawa overhead or underground assets or easement. When proposing to plant trees in proximity of existing power lines, the Owner shall refer to Hydro Ottawa’s free publication "Tree Planting Advice" which can be found at <https://hydroottawa.com/outages-safety/safety-home/outsidehome/planting-trees>. The shrub or tree location and expected growth must be considered. If any Hydro Ottawa-related activity requires the trimming, cutting, or removal of vegetation, or removal of other landscaping or surface finishing, the activity and the reinstatement shall be at the owner’s expense.
  - d. Should any activity, such as tree trimming or working on the sides of a building, be anticipated within three meters (3m) of Hydro Ottawa’s overhead lines, contact Hydro Ottawa to discuss arrangements before any activity is undertaken. In line with the Ministry of Labour’s Occupational Health & Safety Act, only a Hydro Ottawa employee or Hydro Ottawa-approved contractor can work in proximity of these lines. e. If the change in grade is more than three-tenths of a meter (0.3m) in the vicinity of proposed or existing electric utility equipment. Hydro Ottawa requests to be consulted to prevent damages to its equipment.

Acknowledged.

- 29. The Owner shall contact Hydro Ottawa to arrange for disconnecting the service from the distribution system and removal of all Hydro Ottawa assets at least ten (10) business days prior to demolition/removal of the serviced structure.**

Acknowledged.

- 30. The Owner is to contact Hydro Ottawa if the electrical servicing of the site is to change in location or size. A load summary will be needed for the technical evaluation.**

Acknowledged.

- 31. The Applicant may be responsible for a Capital Contribution payment(s) towards a distribution system expansion if the proposed development requires electrical servicing greater than can be provided by the existing distribution system in the vicinity, either in capacity or in extension limit. This amount shall be in accordance with Hydro Ottawa's Contributed Capital Policy and Conditions of Service.**

Acknowledged.

- 32. The Owner shall enter an Installation and Service agreement with Hydro Ottawa, if not already in an agreement.**

Acknowledged.

- 33. The Owner shall be responsible for servicing the buildings within the property. Only one service entrance per property shall be permitted.**

Acknowledged.

- 34. The Owner shall be responsible for all costs for feasible relocations, protection, or encasement of any existing Hydro Ottawa plant.**

Acknowledged.

- 35. The Owner shall convey, at their cost, all required easements as determined by Hydro Ottawa.**

Acknowledged.

- 36. The Applicant shall comply with Hydro Ottawa's Conditions of Service and thus should be consulted for the servicing terms. The document, including referenced standards, guidelines, and drawings, may be found at <https://hydroottawa.com/about-us/policies/conditions-service>. The Owner should consult Hydro Ottawa prior to commencing engineering designs to ensure compliance with these documents.**

Acknowledged.

- 37. Hydro Ottawa reserves the right to raise conditions throughout the development of this proposal should the revisions contain non-conformances with, for example, Hydro Ottawa's Conditions of Service or Standards. To ensure the best outcome, Hydro Ottawa welcomes an early discussion on the proposal.**

Acknowledged.

**For more information on electrical servicing, the following link outlines Hydro Ottawa's services for Commercial, Overhead and Underground, and Residential projects, together with contact information for Hydro Ottawa representatives:**

**<https://hydroottawa.com/accounts-services/accounts/contractors-developers/distribution-system-design> Contact: [aimanaltam@hydroottawa.com](mailto:aimanaltam@hydroottawa.com)**

#### **Next Submission:**

- The next submission should address each of the comments, to ensure the effectiveness and consistency of the next review.
- A cover letter must be included that states how each comment was addressed in the resubmission. Please co-ordinate the numbering of each resubmission comment with the above noted comment number.



- Plans are to be standard A1 size (594 mm x 841 mm) or Arch D size (609.6 mm x 914.4 mm) sheets, utilizing an appropriate Metric scale (1:200, 1:250, 1:300, 1:400 or 1:500).
- All addenda or revisions to any studies or plans must be provided in PDF. All PDF documents are to be unlocked, flattened and not saved as a portfolio file.

Please feel free to contact me at [Nadia.De-Santi@wsp.com](mailto:Nadia.De-Santi@wsp.com) or (613) 690-1114 if you have any questions regarding this submission.

Yours truly,

A handwritten signature in black ink, appearing to read 'N. De Santi'.

**Nadia De Santi, MCIP, RPP**  
**Practice Lead**

cc: Fares Elsabbagh, President, 3055 Richmond Holding Inc.  
Fernando Matos, Azul Designs  
Grace Maxner, MCIP, LPP, Intermediate Planner, WSP Canada